



Executive Administrative Assistant

OUR MISSION...Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Hiring Salary: (GSFIC Pay Grade: 15)
\$34,600.00 - \$38,925.00

Location: Atlanta, GA

Opens: March 20, 2014

Closes: April 9, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5658 or e-mail

hr-email@spo.ga.gov

GSFIC will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Executive Administrative Assistant



Website: www.gsfic.ga.gov

Position Overview

Duties: Under general supervision, performs highly complex administrative functions and serves as the initial point of contact for a Division Director, Division Deputy Director, or Department Director. Duties will include, providing assistance with correspondence, meetings, applicable board activities, special projects and all other administrative functions.

Minimum Qualifications

High school diploma or GED required. Five (5) years of experience in performing executive level clerical tasks in a confidential environment. At least one (1) year of experience working in a professional office setting that involves working directly with clients, vendors, or the general public.

Preferred Qualifications in addition to meeting minimum qualifications must possess one or more of the following (**Agency Specific**):

- Bachelor's degree or Associate's degree
- Two (2) years of experience working with real estate or legal transactions
- One (1) year of experience working in the area of public law (e.g. open records law, procurement requirements)
- Experience with Power Point
- Experience with Time Matters, E-Builder, or other electronic filing system
- Experience working with Kronos or an electronic timekeeping system

Competencies

Advanced written and verbal communication skills, exceptional customer service and organizational skills; exemplifies a professional image; highly professional disposition; the ability to interface well with all departments within the agency; ability to communicate effectively and professionally with internal and external contacts; ability to initiate, compose and accurately type correspondence and administrative documents; must be able to maintain the highest level of confidentiality and handle sensitive material; demonstrated ability to handle multiple tasks simultaneously and meet deadlines. Must exhibit a high level of initiative and leadership abilities. Must possess advanced skills in Microsoft Office Suite.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

